

AMENDATORY SECTION (Amending WSR 96-05-001, filed 2/7/96, effective 3/9/96)

WAC 390-16-034 Additional reporting requirements. Pursuant to RCW 42.17.090 ~~((1)(b))~~, each report required under RCW 42.17.080 ~~((1) and (2))~~ shall disclose, in addition to the name and address of each person who has made one or more contributions in the aggregate amount of more than one hundred dollars ~~((or more))~~, the occupation and the name and address of the person's employer.

AMENDATORY SECTION (Amending WSR 99-22-082, filed 11/2/99, effective 12/3/99)

WAC 390-16-041 Forms--Summary of total contributions and expenditures. (1) The official form for reports of contributions and expenditures by candidates and political committees who use the "full" reporting option is designated "C-4," revised ~~((3/97))~~ 1/02, and includes Schedule A, revised 11/93, Schedule B, revised ~~((11/93))~~ 1/02, Schedule C, revised 3/93, and Schedule L, revised ~~((12/99))~~ 1/02.

(2) ~~((The official form for reports of contributions and expenditures by candidates and political committees who use the "abbreviated" reporting option is designated "C-4abb," revised 11/93.~~

~~((3))~~) Copies of these forms are available at the Commission Office, 711 Capitol Way, Room ~~((403))~~ 206, P.O. Box 40908, Olympia, Washington 98504-0908. Any paper attachments shall be on 8-1/2" x 11" white paper.

SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4
(3/97)

PDC OFFICE USE

Candidate or Committee Name (Do not abbreviate. Include full name)

Mailing Address

City

Zip + 4

Office Sought (Candidates)

Report
Period
Covered

From (last C-4)

To (end of period)

Final Report?

Yes ☐ No ☐

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an independent expenditure (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate?

*See next page

Yes ☐

No ☐

RECEIPTS

1. Previous total cash and in kind contributions (From line 8, last C-4)
(if beginning a new campaign or calendar year, see instruction booklet) \$
2. Cash received (From line 2, Schedule A) \$
3. In kind contributions received (From line 1, Schedule B).....
4. Total cash and in kind contributions received this period (Line 2 plus 3)
5. Loan principal repayments made (From line 2, Schedule L)..... ()
6. Corrections (From line 1 or 3, Schedule C) Show + or (-)
7. Net adjustments this period (Combine line 5 & 6) Show + or (-)
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)
9. Total pledge payments due (From line 2, Schedule B).....

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4)
(If beginning a new campaign or calendar year, see instruction booklet)
11. Total cash expenditures (From line 4, Schedule A)
12. In kind expenditures (goods & services) (From line 1, Schedule B).....
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)
14. Loan principal repayments made (From line 2, Schedule L)..... ()
15. Corrections (From line 2 or 3, Schedule C) Show + or (-)
16. Net adjustments this period (Combine lines 14 & 15) Show + or (-)
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)

CANDIDATES ONLY

	Won	Lost	Unopposed	Name not on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

()

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17)
(Line 18 should equal your bank account balance(s) plus your petty cash balance.)
19. Liabilities: (Sum of loans and debts owed) ()
20. Balance (Surplus or deficit) (Line 18 minus line 19)

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature

Date

Treasurer's Signature

Date

SEE INSTRUCTIONS ON REVERSE

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.

WHO MUST FILE

Each candidate and political committee using Full Reporting.

FILING DATES

- 1) File with C-1 or C-1pc (Registration form) if you received contributions or made expenditures before registering.
- 2) File on the 10th of each month if contributions or expenditures are over \$200 since last C-4 was filed. (These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)
- 3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file
 - 21 days prior to the election
 - 7 days prior to the election
 - 10th of the first month after the election -- see note below

(Note: Not required after primary election from candidates who will be in the general election or from continuing political committees.)

- 4) File final report when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

**WHERE TO SEND
REPORTS**

Send original C-4 reports, along with all schedules and attachments, to PDC. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

Candidates for city offices, city ballot issue committees and other political committees who give to city candidates or ballot issue committees should check with city clerk regarding any local filing requirements.

***FOR ALL PACS,
POLITICAL PARTIES
& CAUCUS POLITI-
CAL COMMITTEES**

The question posted near the top of the first page of this form regarding independent expenditures applies to **ALL POLITICAL COMMITTEES** required to file C-4 reports, **except ballot issue committees** that neither contribute to candidates nor make independent expenditures regarding them **and candidate committees** (because they are prohibited from making expenditures that are not directly related to their own campaigns).

All other Political Committees and PACs must indicate whether they made any independent expenditures supporting or opposing one or more candidates for state or local office.

If the response is "yes," the independent expenditure(s) MUST be itemized on the appropriate schedule (either Schedule A, or Part 3 of Schedule B), showing:

- the date of the expense;
- the name and address of the vendor or recipient of the funds;
- if using Schedule A, an "I" in the Code column;
- the name and office sought of the candidate supported or opposed;
- an indication of support or opposition; and
- a brief description of the expense (e.g., brochure mailed to absentee voters).

CAMPAIGN SUMMARY RECEIPTS & EXPENDITURES

C4

(1/02)

PDC OFFICE USE

Candidate or Committee Name (Do not abbreviate. Include full name)

Mailing Address

City

Zip + 4

Office Sought (Candidates)

Election Date

Report
Period
Covered

From (last C-4)

To (end of period)

Final Report?

Yes ☐ No ☐

***For PACs, Parties & Caucus Committees:** During this report period, did the committee make an independent expenditure (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate?

*See reverse

Yes ☐

No ☐

RECEIPTS

1. Previous total cash and in kind contributions (From line 8, last C-4)
(if beginning a new campaign or calendar year, see instruction booklet) \$
2. Cash received (From line 2, Schedule A) \$
3. In kind contributions received (From line 1, Schedule B)
4. Total cash and in kind contributions received this period (Line 2 plus 3)
5. Loan principal repayments made (From line 2, Schedule L) ()
6. Corrections (From line 1 or 3, Schedule C) Show + or (-)
7. Net adjustments this period (Combine line 5 & 6)..... Show + or (-)
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)
9. Total pledge payments due (From line 2, Schedule B)

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4)
(if beginning a new campaign or calendar year, see instruction booklet)
11. Total cash expenditures (From line 4, Schedule A)
12. In kind expenditures (goods & services) (From line 1, Schedule B)
13. Total cash and in kind expenditures made this period (Line 11 plus line 12)
14. Loan principal repayments made (From line 2, Schedule L) ()
15. Corrections (From line 2 or 3, Schedule C) Show + or (-)
16. Net adjustments this period (Combine lines 14 & 15)..... Show + or (-)
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)

CANDIDATES ONLY

	Won	Lost	Unopposed	Name not on ballot
Primary election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treasurer's Daytime Telephone No.:

()

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17)
(Line 18 should equal your bank account balance(s) plus your petty cash balance.)
19. Liabilities: (Sum of loans and debts owed) ()
20. Balance (Surplus or deficit) (Line 18 minus line 19)

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature

Date

Treasurer's Signature

Date

SEE INSTRUCTIONS ON REVERSE

**Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.**

WHO MUST FILE

Each candidate and political committee using Full Reporting.

FILING DATES

- 1) File with C-1 or C-1pc (Registration form) if you received contributions or made expenditures before registering.
- 2) File on the 10th of each month if contributions or expenditures are over \$200 since last C-4 was filed. (These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)
- 3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file
 - 21 days prior to the election
 - 7 days prior to the election
 - 10th of the first month after the election -- see note below

(Note: Not required after primary election from candidates who will be in the general election or from continuing political committees.)

- 4) File final report when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

**WHERE TO SEND
REPORTS**

Send original C-4 reports, along with all schedules and attachments, to PDC. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

Candidates for city offices, city ballot issue committees and other political committees who give to city candidates or ballot issue committees should check with city clerk regarding any local filing requirements.

***FOR ALL PACS,
POLITICAL PARTIES
& CAUCUS POLITI-
CAL COMMITTEES**

The question posted near the top of the first page of this form regarding independent expenditures applies to **ALL POLITICAL COMMITTEES** required to file C-4 reports, **except ballot issue committees** that neither contribute to candidates nor make independent expenditures regarding them **and candidate committees** (because they are prohibited from making expenditures that are not directly related to their own campaigns).

All other Political Committees and PACs must indicate whether they made any independent expenditures supporting or opposing one or more candidates for state or local office.

If the response is "yes," the independent expenditure(s) **MUST** be itemized on the appropriate schedule (either Schedule A, or Part 3 of Schedule B), showing:

- the date of the expense;
- the name and address of the vendor or recipient of the funds;
- if using Schedule A, an "I" in the Code column;
- the name and office sought of the candidate supported or opposed;
- an indication of support or opposition; and
- a brief description of the expense (e.g., brochure mailed to absentee voters).

CASH RECEIPTS AND EXPENDITURE

SCHEDULE
to C4

A
(11/93)

Candidate or Committee Name (Do not abbreviate. Use full name.)

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed.

The exceptions are:

- 1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
- 2) When reporting payments to vendors for travel expenses, identify the traveller and travel purpose in the Description block; and
- 3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information on an attached sheet: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE
DEFINITIONS
ON REVERSE

C - Contributions (monetary, in-kind & transfers)
I - Independent Expenditures
L - Literature, Brochures, Printing
B - Broadcast Advertising (Radio, TV)
N - Newspaper and Periodical Advertising
O - Other Advertising (yard signs, buttons, etc.)
V - Voter Signature Gathering

P - Postage, Mailing Permits
S - Surveys and Polls
F - Fundraising Event Expenses
T - Travel, Accommodations, Meals
M - Management/Consulting Services
W - Wages, Salaries, Benefits
G - General Operation and Overhead

3. EXPENDITURES

- a) Expenditures of \$50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below.
- b) Itemize each expenditure of more than \$50 by date paid, name and address of vendor, code/description, and amount.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of \$50 or less	N/A	N/A	

Total from attached pages

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4

EXPENDITURE CODE DEFINITIONS AND USES

(for use on Schedule A and Schedule B, Item 3)

- C MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.
- I INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.
- L LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- B BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- N NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- O OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- V VOTER SIGNATURE GATHERING.** Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or procuring signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.
- P POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- F FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- S SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- T TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.
- M MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- W WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- G GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.

Page _____

Report Date

[illegible]

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE **B**
to C4 (11/83)

Candidate or Committee Name (Do not abbreviate. Use full name.)

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	P R I	G E N	If \$100 or more, Employer Name, City, State & Occup.
							Occupation
							Occupation
							Occupation
	<input type="checkbox"/> Check here if additional pages are attached	TOTAL (Enter also on line 3 and line 12 of C4)					Occupation

2. PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of \$100.00 or more.

Date Notified of Pledge	Name and Address of Pledge Maker	Fair Market Value	Aggregate Total	P R I	G E N	If \$100 or more, Employer Name, City, State & Occup.
						Occupation
						Occupation
	<input type="checkbox"/> Check here if additional pages are attached	TOTAL (include new pledges above and all other outstanding pledges. (Enter also on line 9 of C4)				Occupation

3. ORDERS PLACED, DEBTS, OBLIGATIONS. (Give estimate if actual amount not know. Exclude loans. Report loans on Schedule L.)

- a. List each debt, obligation or estimated expenditure that is more than \$250.00.
b. List each debt, obligation or estimated expenditure that is more than \$50.00 and has been outstanding for over 30 days.

Expenditure Date	Vendor's/Recipient's Name and Address)	Amount Owed	Code*	OR	Description of Obligation
	<input type="checkbox"/> Check here if additional pages are attached	TOTAL (Include in line 19 of C4)			

EXPENDITURE CODE DEFINITIONS AND USES

(for use on Schedule A and Schedule B, Item 3)

- C MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.
- I INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.
- L LITERATURE**. Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- B BROADCAST ADVERTISING**. Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- N NEWSPAPER & PERIODICAL ADVERTISING**. Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- O OTHER ADVERTISING**. Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- V VOTER SIGNATURE GATHERING**. Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or procuring signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.
- P POSTAGE**. Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- F FUNDRAISING EVENTS**. Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- S SURVEYS AND POLLS**. Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- T TRAVEL, ACCOMMODATIONS, MEALS**. Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.
- M MANAGEMENT AND CONSULTING SERVICES**. Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- W WAGES, SALARIES, BENEFITS**. Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- G GENERAL OPERATION AND OVERHEAD**. Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.

IN KIND CONTRIBUTIONS, PLEDGES,
ORDERS, DEBTS, OBLIGATIONS

SCHEDULE
TO C4

B
(1/02)

Candidate or Committee Name (Do not abbreviate. Use full name.)

Report Date

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	PRI	GEN	If more than \$100, Employer Name, City, State & Occup.
							Occupation
							Occupation
							Occupation
<input type="checkbox"/> Check here if additional pages are attached.		TOTAL (Enter also on line 3 and line 12 of C4)					

2. PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of \$100.00 or more.

Date Notified of Pledge	Name and Address of Pledge Maker	Fair Market Value	Aggregate Total	PRI	GEN	If more than \$100, Employer Name, City, State & Occup.
						Occupation
						Occupation
<input type="checkbox"/> Check here if additional pages are attached.		TOTAL (include new pledges above and all other outstanding pledges.) (Enter also on line 9 of C4)				

3. ORDERS PLACED, DEBTS, OBLIGATIONS. (Give estimate if actual amount not known. Exclude loans. Report loans on Schedule L.)

Expenditure Date	Vendor's/Recipient's Name and Address	Amount Owed	Code OR	Description of Obligation
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
<input type="checkbox"/> Check here if additional pages are attached.		TOTAL (Include in line 19 of C4)		

EXPENDITURE CODE DEFINITIONS AND USES

(for use on Schedule A and Schedule B, Item 3)

- C MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.
- I INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.
- L LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.
- B BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.
- N NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.
- O OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.
- V VOTER SIGNATURE GATHERING.** Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or procuring signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.
- P POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.
- F FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.
- S SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.
- T TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveler in Description column. If travel payment was made to credit card company or traveler (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.
- M MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).
- W WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.
- G GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.

SCHEDULE C
to C4

Date _____

Difference
(+ or -)

Difference
(+ or -)

Amount of
refund

See Instructions and Example on reverse

L
(12/99)

Candidate or Committee Name

Report Date

1. MONETARY OR IN-KIND LOAN RECEIVED. Loans are considered contributions and are subject to any applicable limit.

Date Loaned	Lender's Name and Address	P R I	G E N	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
If monetary loan, also include this amount on line 1c, C3 report. If in-kind loan, itemize in Part 1 of Schedule B.						If Total Contributed is \$100 or More, Show Lender's Occupation and Name, City & State of Employer	

Name and Address of Each Loan Endorser, Co-Signer	<div> <div>P</div> <div>R</div> <div>I</div> </div> <div> <div>G</div> <div>E</div> <div>N</div> </div>	Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is \$100 or More, Show Endorser's Occupation and Name, City, & State of Employer

☐ Continued on attached sheet

2. LOAN PAYMENTS. Candidates may be repaid no more than amount loaned or permitted by WAC 390-05-400, whichever is less. See instruction manual.

Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed
		<p>Total Principal Paid →</p> <p>Enter also on lines 5 and 14, C-4 report</p>			
		<p>Total Payments →</p> <p>Enter as an expenditure on Schedule A</p>			

3. LOANS FORGIVEN.

Date	Lender's Name and Address	Original Amount	Principal Repaid	Amount Forgiven	Balance Owed
------	---------------------------	-----------------	------------------	-----------------	--------------

4. LOANS STILL OWED. List each loan that has previously been reported and still has a balance due.

[illegible]

LOANS

**SCHEDULE
TO C3
OR C4**

L
(12/99)

Please consult PDC instruction manuals when completing this schedule.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.

WHO MUST FILE Each candidate and political committee using full reporting that receives one or more campaign loans.

FILING DATES When a monetary loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan's deposit into the account. **Use a separate schedule for each loan received.**

When an in-kind loan is received, complete Part 1 and file Schedule L along with the Schedule B (to the C-4) that itemizes the in-kind contribution.

When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.

When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

Example LOANS

**SCHEDULE
TO C3
OR C4**

L
(12/99)

LOAN RECEIVED
(Information would
appear on separate
Schedule L)

Candidate or Committee Name Adrian Adams for State Representative					Report Date 12/22/XXXX									
1. MONETARY OR IN-KIND LOAN RECEIVED. Loans are considered contributions and are subject to any applicable limit.														
Date Loaned	Lender's Name and Address	<table border="1"><tr><td>P</td><td>R</td><td>E</td><td>N</td></tr><tr><td>X</td><td></td><td></td><td></td></tr></table>	P	R	E	N	X				Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
P	R	E	N											
X														
2/12/XXXX	Tyler Adams PO Box 123 Olympia, WA		\$ 500.00	12%	\$100/month	Not fixed								
If monetary loan, also include this amount on line 1c, C3 report. If in-kind loan, itemize in Part 1 of Schedule B.				\$ 500.00										
Name and Address of Each Loan Endorser, Co-Signer		<table border="1"><tr><td>P</td><td>R</td><td>E</td><td>N</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	P	R	E	N					Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is \$100 or More, Show Endorser's Occupation and Name, City, & State of Employer	
P	R	E	N											

LOAN PAYMENTS

2. LOAN PAYMENTS. Candidates may be repaid no more than amount loaned or permitted by WAC 390-05-400, which ever is less. See instruction manual.					
Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed
3/30/XXXX	Tyler Adams PO Box 123, Olympia, WA	\$ 100.00	\$ 10.00	\$ 110.00	\$ 400.00
3/31/XXXX	Michael Murray 201 Westway Rd, Tacoma, WA	100.00	\$ 0	100.00	250.00
Total Principal Paid Enter also on lines 5 and 14, C-4 report		\$ 200.00	Total Payments Enter as an expenditure on Schedule A		\$ 210.00

LOANS FORGIVEN

3. LOANS FORGIVEN.					
Date	Lender's Name and Address	Original Amount	Principal Repaid	Amount Forgiven	Balance Owed
3/15/XXXX	Kelly Adams 2222 Riverfront Rd, Olympia, WA	\$ 250.00	\$ 0	\$ 150.00	\$ 100.00

LOANS STILL OWED

4. LOANS STILL OWED. List each loan that has previously been reported and still has a balance due.				
Date	Lender's Name and Address	Original Amount	Principal Repaid or Forgiven	Amount Owed
1/22/XXXX	Tyler Adams PO Box 123, Olympia, WA	\$ 500.00	\$ 100.00	\$ 400.00
2/12/XXXX	Michael Murray 201 Westway Rd, Tacoma, WA	350.00	100.00	250.00
3/01/XXXX	Kelly Adams 2222 Riverfront Rd, Olympia, WA	250.00	150.00	100.00
3/11/XXXX	K.M. Lawrence PO Box 3456, Olympia, WA	1,000.00	0	1,000.00
Subtotal				\$ 1,750.00
New Loans Received (and listed in Item 1 above)				\$ 0
Total Loans Owed Include in total on line 19, C-4 report				\$ 1,750.00

See Instructions and Example on reverse

L
(1/02)

Report Date

Date Loaned	Lender's Name and Address	P R I G E N	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
<p>If monetary loan, also include this amount on line 1c, C3 report.</p> <p>If in-kind loan, itemize in Part 1 of Schedule B.</p>					<p>If Total Contributed is more than \$100, Show Lender's Occupation and Name, City & State of Employer</p>	

P R I	G E N

If Total Contributed is more than \$100,
Show Endorser's Occupation and
Name, City, & State of Employer

Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed
		<p>Total Principal Paid →</p> <p>Enter also on lines 5 and 14, C-4 report</p>			
		<p>Total Payments →</p> <p>Enter as an expenditure on Schedule A</p>			

[illegible][illegible]

LOANS

SCHEDULE TO C3 OR C4

L
(1/02)

Please consult PDC instruction manuals when completing this schedule.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.

WHO MUST FILE Each candidate and political committee using full reporting that receives one or more campaign loans.

FILING DATES When a monetary loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan's deposit into the account. **Use a separate schedule for each loan received.**

When an in-kind loan is received, complete Part 1 and file Schedule L along with the Schedule B (to the C-4) that itemizes the in-kind contribution.

When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.

When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

Example LOANS

SCHEDULE TO C3 OR C4

L
(1/02)

Candidate or Committee Name Adrian Adams for State Representative						Report Date 12/22/XXXX
1. MONETARY OR IN-KIND LOAN RECEIVED. Loans are considered contributions and are subject to any applicable limit.						
Date Loaned	Lender's Name and Address	P R I N T I G E N	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
2/12/XXXX	Tyler Adams PO Box 123 Olympia, WA	X	\$ 500.00	12%	\$100/month	Not fixed
If monetary loan, also include this amount on line 1c, C3 report.			\$ 500.00			
If in-kind loan, itemize in Part 1 of Schedule B.						
Name and Address of Each Loan Endorser, Co-Signer		P R I N T I G E N	Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is more than \$100, Show Endorser's Occupation and Name, City, & State of Employer	
<input type="checkbox"/> Continued on attached sheet						
2. LOAN PAYMENTS. Candidates may be repaid no more than amount loaned or permitted by WAC 390-05-400, which ever is less. See instruction manual.						
Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed	
3/30/XXXX	Tyler Adams PO Box 123, Olympia, WA	\$ 100.00	\$ 10.00	\$ 110.00	\$ 400.00	
3/31/XXXX	Michael Murray 201 Westway Rd, Tacoma, WA	100.00	\$ 0	100.00	250.00	
Total Principal Paid Enter also on lines 5 and 14, C-4 report		\$ 200.00				
		Total Payments Enter as an expenditure on Schedule A		\$ 210.00		
3. LOANS FORGIVEN.						
Date	Lender's Name and Address	Original Amount	Principal Repaid	Amount Forgiven	Balance Owed	
3/15/XXXX	Kelly Adams 2222 Riverfront Rd, Olympia, WA	\$ 250.00	\$ 0	\$ 150.00	\$ 100.00	
4. LOANS STILL OWED. List each loan that has previously been reported and still has a balance due.						
Date	Lender's Name and Address	Original Amount	Principal Repaid or Forgiven	Amount Owed		
1/22/XXXX	Tyler Adams PO Box 123, Olympia, WA	\$ 500.00	\$ 100.00	\$ 400.00		
2/12/XXXX	Michael Murray 201 Westway Rd, Tacoma, WA	350.00	100.00	250.00		
3/01/XXXX	Kelly Adams 2222 Riverfront Rd, Olympia, WA	250.00	150.00	100.00		
3/11/XXXX	K.M. Lawrence PO Box 3456, Olympia, WA	1,000.00	0	1,000.00		
		Subtotal	\$ 1,750.00			
		New Loans Received (and listed in Item 1 above)	\$ 0			
		Total Loans Owed Include in total on line 19, C-4 report	\$ 1,750.00			
<input type="checkbox"/> Continued on attached sheet						

LOAN RECEIVED
(Information would
appear on separate
Schedule L)

LOAN PAYMENTS

LOANS FORGIVEN

LOANS STILL OWED

ABBREVIATED REPORT RECEIPTS AND EXPENDITURES

**ABB
C4**
(11/93)

PDC OFFICE USE

P
O
S
T

M
A
R
K

R
E
C
E
I
V
E
D

Candidate or Committee Name (Do not abbreviate. Include full name)

Mailing Address

City

Zip + 4

Office Sought (Candidates)

1. PERIOD COVERED BY REPORT: From: _____ To: _____ Final Report: Yes _____ No _____

- a. **Candidates:** Start of campaign through the end of the month in which the election occurred.
- b. **Ballot Measure Committees:** Start of campaign through the end of the month in which the election occurred.
- c. **Continuing Committees filing post-election report:** January 1 through end of the month in which election occurred.
- d. **Continuing Committees filing annual report:** Calendar year (January 1 through December 31).

2. RECEIPTS

- a. Cash on hand from previous campaign or year
(Include money in checking, savings and other accounts)
- b. Cash contributions received this campaign or year
(Include monetary contributions, loans, fund raising
and cash contributions by a candidate)
- c. Total cash receipts (Add lines 2a + 2b)
- d. Other contributions, including in-kind
(Include candidate's and committee workers' out of pocket
expenditures, donated goods and services,
filing fees paid by others and similar non-cash contributions)
- e. Total contributions (Add lines 2c + 2d)

3. EXPENSES

- a. Cash expenditures
- b. Other expenditures. (Enter the amount shown on line 2d above here.
Non-cash contributions are listed as both received and expended.
Disregard any materials which may remain on hand.)
- c. Total expenditures (Add lines 3a + 3b)

4. SURPLUS/DEFICIT

- a. Cash on hand at end of reporting period (Subtract: line 3a from 2c)
- b. Debts and obligations owed
- c. Surplus or deficit

CANDIDATES

Please complete: Primary election Won Lost Unopposed Name not on ballot
General election ☐ ☐ ☐ ☐

CERTIFICATION: I certify that this report is true and correct to the best of my knowledge.

Candidate's Signature

Date

Treasurer's Signature (if a political committee)

Date

**ABBREVIATED RECEIPTS
& EXPENDITURES
REPORT**

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE

Each candidate and political committee using Abbreviated Reporting.

FILING DATES

- 1) Special election candidates and political committees supporting or opposing special election candidates or ballot issues file on the 10th of the month following the election.
- 2) Candidates who lose in the primary and political committees supporting or opposing primary election ballot issues file on October 10.
- 3) Candidates who are in the general election and political committees making expenditures supporting or opposing general election candidates or ballot measures file on December 10.
- 4) Continuing political committees not taking part in elections during a year file annual reports on January 10 cover the preceding calendar year.
- 5) A final report is filed whenever a candidate's committee or a political committee ceases operation, disposes of any surplus campaign funds and has a zero account balance. Final reports may be filed at any time and may coincide with one of the due dates listed above.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

WHERE TO FILE

Send original C-4 ABB report to PDC at the above address.
Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

(Candidates for city offices, city ballot issue committees and other political committees who give to city candidates or ballot issue committees check with city clerk regarding any local filing requirement.)



PROPOSED RULE MAKING
(RCW 34.05.320)

CR-102 (7/22/01)
Do NOT use for expedited
rule making

Agency:

- ☒ Preproposal Statement of Inquiry was filed as WSR 01-16-127 ; or
☐ Expedited Rule Making -- Proposed notice was filed as WSR _____; or
☐ Proposal is exempt under RCW 34.05.310(4).

- ☐ Original Notice
☐ Supplemental Notice
to WSR _____
☒ Continuance of WSR 01-19-013

(a) Title of rule: (Describe Subject) Title 390 WAC -- Rules applying to Abbreviated and Mini reporting and changes in the dollar threshold at which campaigns report occupation and employer information.

Purpose: To simplify and streamline the campaign reporting process for candidates and political committees.

Other identifying information:

COPY

(b) Statutory authority for adoption: RCW 42.17.370(1)

Statute being implemented: RCW 42.17.370(8)

(c) Summary: The proposed rule changes would repeal two rules, eliminate reference to PDC Form C-4abb, clarify the conditions for granting use of the new Mini reporting option, change the title of the rule concerning reporting options, increase the threshold for reporting occupation and employer information and make the necessary changes to PDC form C-3 to reflect the threshold change.

Reasons supporting proposal: The proposed amendments conform to rule changes eliminating the Abbreviated reporting option under WAC390-16-105 and instituting a campaign reporting system having only two options (Mini & Full) and relieve treasurers of the additional burden of obtaining occupation and employer information on individuals who contribute exactly \$100 in the aggregate.

(d) Name of Agency Personnel Responsible for:	Office Location	Telephone
1. Drafting.....Doug Ellis	PDC 711 Capitol Way, Rm 206, Olympia	(360) 664-2735
2. Implementation.... Doug Ellis	PDC 711 Capitol Way, Rm 206, Olympia	(360) 664-2735
3. Enforcement..... Phil Stutzman	PDC 711 Capitol Way, Rm 206, Olympia	(360) 664-8853

(e) Name of proponent (person or organization): Public Disclosure Commission
☐ Private
☐ Public
☒ Governmental

(f) Agency comments or recommendations, if any, as to statutory language, implementation, enforcement and fiscal matters:
None

(g) Is rule necessary because of:
Federal Law? ☐ Yes ☒ No If yes, ATTACH COPY OF TEXT
Federal Court Decision? ☐ Yes ☒ No Citation:
State Court Decision? ☐ Yes ☒ No

(h) HEARING LOCATION:

Commission Hearing Room
Evergreen Plaza Building
711 Capitol Way, Room 206
Olympia, WA

Submit written comments to:

Doug Ellis (dellis@pdc.wa.gov)
Public Disclosure Commission
PO Box 40908
Olympia, WA 98504-0908
FAX (360) 753-1112 By (date) November 20, 2001

Date: December 4, 2001 Time: 9:00 a.m.

DATE OF INTENDED ADOPTION: December 4, 2001

Assistance for persons with disabilities: Contact
Ruthann Bryant by Telephone

TDD () _____ or (360) 753-1111

NAME (TYPE OR PRINT)

Vicki Rippie

SIGNATURE

Vicki Rippie

TITLE

Executive Director

DATE

10/29/01

CODE REVISER USE ONLY

(COMPLETE REVERSE SIDE)

(j) Short explanation of rule, its purpose, and anticipated effects:

The proposed rule changes would conform with amendments to WAC 390-16-105 which change the name of Abbreviated reporting to Mini reporting and adjusts the threshold for using the new Mini reporting option. The proposed rule changes would also increase the threshold for campaigns reporting an individual's occupation and employer name and address from \$100 or more to a threshold of more than \$100.

The proposed change from \$100 or more to a threshold of more than \$100 would relieve the burden on candidate and political committee treasurers from gathering additional information on individuals who contribute exactly \$100.

Does proposal change existing rules? ☒ YES ☐ NO

If yes, describe changes:

The proposed changes simplify and streamline the campaign reporting process for candidates and political committees.

(k) Has a small business economic impact statement been prepared under chapter 19.85 RCW?

☐ Yes. Attach copy of small business economic impact statement.
A copy of the statement may be obtained by writing to:

telephoning: ()
faxing: ()

☒ No. Explain why no statement was prepared
The implementation of these rules does not impact small businesses.

(l) Does RCW 34.05.328 apply to this rule adoption? ☐ Yes ☒ No

Please explain:

The PDC is not an agency listed in subsection (5)(a)(i) of section 201. Further, the PDC does not voluntarily make section 201 applicable to this rule adoption pursuant to subsection (5)(a)(ii) of section 201, and to date JARRC has not made section 201 applicable to this rule adoption.